



# Wisconsin Division of Public Health

**Program / Group:** Public Health Council

**Title:** Executive Committee Meeting

**Location:** Department of Health Services, Division of Public Health, 1 West Wilson Street, Room B-372, Madison, WI 53703  
1.877.336.1831 Access Code 4310269

**Date / Time:** Friday, March 4, 2016; 12:30 – 2:00pm

PRINT NAME	TITLE	ORGANIZATION	Attendance
Dorn, Mary	Member	Public Health Council	phone
Flores, María M.	Staff	Office of Policy & Practice Alignment	In-room
Gilmore, Dr. Gary	Member	Public Health Council	phone
Johnson, Mimi	Policy Section Chief	DPH – Office of Policy & Practice Alignment	In-room
Keeton, Bill	Member	Public Health Council	phone
Neuert, Don	Strategic National Stockpile Coordinator	DPH – Office of Preparedness and Emergency Health Care	In-room
Virnig, Cindy	Staff	DPH – Office of Policy & Practice Alignment	Excused
Weis, Dr. Darlene	Member	Public Health Council	phone

**Context: (Purpose, Vision, Mission, Goal):**

<i>The Executive Committee's purpose is to:</i>	1) <i>provide leadership and to establish and monitor direction for the Council's actions;</i>
	2) <i>plan agendas that will create efficient and effective Council meetings that are focused upon the Council's stated purpose, and that include evaluation of meeting effectiveness; and</i>
	3) <i>make emergency decisions on behalf of the Council when necessary.</i>
<b>Meeting Facilitator:</b> Bill Keeton	
<b>Meeting Recorder:</b> María M. Flores	

**Agenda:**

Time:	Topic:	Lead:	Notes/Follow-up:
12:30pm	Welcome		



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12:30 – 12:50	BAT-16 SE Wisconsin Full-Scale Exercise updates and discussion	Don Neuert, Strategic National Stockpile Coordinator	<ul style="list-style-type: none"> <li>• Culmination of five years of planning; third largest exercise in the country.</li> <li>• The Cities Readiness Initiative of the CDC looks at health departments' capabilities to preventatively treat 100% of the population.</li> <li>• Taking place June 13-15 in Southeastern Wisconsin.</li> <li>• The Illinois Department of Public Health and the Chicago Department of Public Health will also be involved.</li> <li>• Most of the locations are closed (employees only). These closed points-of-dispensation (POD) reduce the burden on open PODs in case of an outbreak.</li> <li>• Open PODs provide opportunities for Council members. The four open PODs are: <ul style="list-style-type: none"> <li>▪ UW-Milwaukee (City of Milwaukee and North Shore Health Department staff)</li> <li>▪ UW-Parkside (Kenosha County, City of Racine and Central Racine staff)</li> <li>▪ Waukesha Expo Center (200-300 volunteers)</li> </ul> </li> <li>• Don is also able to arrange a hospital POD (Children's Hospital); otherwise all other hospitals are closed.</li> </ul> <p>The US Marshals will escort 2 CDC semi-trailers (which simulate 12 trailers in an outbreak). CDC staff will fly in, the dispensing starts June 14 at 7:30am; leftover push packs will be picked up the morning of June 15, and there will be an after-action conference the afternoon of June 15.</p> <p>Don will make available the exercise plan, the evaluation guides and the after-action reports.</p>
12:50 – 1:15	<ul style="list-style-type: none"> <li>• Review February 19, 2016 Executive Committee minutes</li> <li>• Update on dissemination of Vaccine Resolution</li> <li>• Draft 2015 Council Highlights</li> <li>• Suggested 9:30am meeting start time</li> </ul>	Bill Keeton Staff ALL	<ol style="list-style-type: none"> <li>1. February 19, 2016 Executive Committee minutes: <ul style="list-style-type: none"> <li>• Dr. Gary Gilmore moved to approve the minutes</li> <li>• Mary Dorn seconded.</li> </ul> </li> <li>2. Vaccine Resolution sent February 26 to previously identified entities.</li> <li>3. Council's 2015 Highlights. Executive Committee members felt that it captured what the Council worked on in 2015 <ul style="list-style-type: none"> <li>• Dr. Gary Gilmore moved to forward this document to the full Council for review, comments and vote.</li> <li>• Mary Dorn seconded</li> </ul> <p><i>All were in favor of sending the document to the full Council for a vote.</i></p> </li> <li>4. Suggested 9:30a.m. start time. Mary Dorn proposed that this issue be raised at the next in-person council meeting about a possible change to the start time and a</li> </ol>



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			<p>conversation on how discussions are formulated during meetings so as to better engage members during meetings. Discussions tend to be lengthy, and it should be proposed to members how to formulate discussions so that the Council meets its charge.</p> <ol style="list-style-type: none"><li>Are we doing all we can to ensure engagement and retention of members?</li><li>A structure will ensure and informed and engaged approach.</li><li>Agendas may include a purpose statement for each agenda item.</li></ol>
1:15 – 1:45	April 1, 2016    Agenda-setting	Bill Keeton All	<ol style="list-style-type: none"><li>Council Updates.</li><li>Don Neuert / BAT-16 exercise (30 minutes):<ol style="list-style-type: none"><li>Situation manual.</li><li>Members will be encouraged to step out of their comfort zones</li></ol></li><li>WI-HIPP / Mimi Johnson (15 minutes):<ol style="list-style-type: none"><li>The themes will be posted by April 1.</li><li>Feedback from the broad categories will be solicited.</li></ol></li><li>Facilitated discussion on formulating meeting deliberations.</li><li>CLAS Resolution draft.<ol style="list-style-type: none"><li>Bill Keeton will share this with Dr. Alan Schwartzstein.</li></ol></li><li>Committee Updates.</li></ol>
1:45 – 2:00p.m.	Wrap-up & Next Steps	Bill Keeton All	<p>Mary Dorn made a motion to adjourn. Dr. Darlene Weis seconded. <i>All were in favor of adjourning.</i></p>

*Notes: The meeting is accessible for those with mobility impairments. Individuals needing special accommodations to attend or participate in the meeting should notify Maria M. Flores 608.266.3716 prior to the meeting.*